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# January 31-February 1, 2013 - Board of Trustees Meeting Minutes, Regular and Special Meetings

Board of Trustees, Central Washington University

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## BOARD OF TRUSTEES

CENTRAL WASHINGTON UNIVERSITY

**Board of Trustees Minutes  
Special and Regular Meetings  
January 31 and February 1, 2013**

**Approved April 5, 2013**

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***January 31, 2013***

**Special Meeting**

The Trustees, President, and CWU administrators participated in a ribbon cutting ceremony celebrating the grand opening of the academic and research learning commons (ARC) in the James E. Brooks Library. Following the ceremony, the Trustees toured the Library and hosted a dinner attended by the Cabinet, Dean Patricia Cutright, Library faculty Steve Hussman, Gerard Hogan, Mary Wise, Courtney Paddick and students Justin Head and Sam Faulk.

***February 1, 2013***

**EXECUTIVE SESSION**

**Present:**

Mr. Sid Morrison, Chair  
Mr. Keith Thompson, Vice Chair  
Mr. Dan Dixon (via phone)  
Mr. Ron Erickson  
Mr. Chris Liu  
Ms. Annette Sandberg  
Ms. Kate Reardon

**Absent:**

Ms. Lindsey Sires

**Also present:**

Dr. James Gaudino, President  
Ms. Sherer Holter, Chief of Staff/Secretary to the Board  
Mr. Alan Smith, Assistant Attorney General

The Board convened an executive session at 8:00 a.m. in Barge Hall, room 410, to discuss collective bargaining, real estate, personnel and litigation. Executive session adjourned at 9:30 a.m.

## **BUSINESS MEETING**

The business meeting in Barge 412 was called to order at 9:34 a.m.

### **Present:**

Mr. Sid Morrison, Chair  
Mr. Keith Thompson, Vice Chair  
Mr. Ron Erickson  
Mr. Chris Liu  
Ms. Kate Reardon  
Ms. Annette Sandberg

### **Absent:**

Mr. Dan Dixon  
Ms. Lindsey Sires

### **Also present:**

Dr. James Gaudino, President  
Dr. Marilyn Levine, Provost/Vice President for Academic and Student Life  
Mr. George Clark, Vice President for Business and Financial Affairs  
Ms. Sherer Holter, Chief of Staff/Secretary to the Board  
Ms. Sandra Colson, Executive Assistant to the President and Board of Trustees  
Mr. Alan Smith, Assistant Attorney General

### **Changes to the Agenda**

Chair Morrison called for changes to the agenda. Hearing none, he proceeded to the approval of the agenda.

### **Approval of the Agenda**

**Motion 13-01:** A motion that the Board of Trustees of Central Washington University hereby approves the agenda of the meeting of February 1, 2013 was presented by Mr. Liu and seconded by Ms. Sandberg. Motion approved.

### **Approval of Minutes**

**Motion 13-02:** A motion that the Board of Trustees of Central Washington University hereby approves the minutes of the special and regular meetings of December 6 and 7, 2012, was presented by Mr. Thompson and seconded by Mr. Liu. Motion approved.

### **Chair Report**

Chair Morrison discussed the uncertainties of the upcoming legislative session. He shared his appreciation for the Trustees who were able to attend the January 16 reception for new legislators.

Chair Morrison reported on the grand opening of the Academic and Research Commons (ARC) at the Brooks Library and shared that he was inspired by the progress that has been made toward providing a rich academic experience for our students as well as access to the latest technology. He noted that former President James Brooks and his wife Lillian attended the opening of the ARC and gave it their whole-hearted endorsement.

Chair Morrison also reported that there will be another community breakfast meeting on February 14. He feels that these meetings are a great opportunity to show how the community and the university are working together and he sees tangible signs of progress that has been made such as the signage in town.

### **President's Report and Celebrations**

The President discussed a number of initiatives that are moving forward this year: establishing an innovation fund; team building with the President's Administrative Team (PAT); and working with the legislature to enhance degree production. The latter initiative is in response to helping meet the state mandate to increase degree production by 27% by 2020. On his recent trip to Washington, DC, Dr. Gaudino received information on sequestration. Should it be enacted, sequestration will impact higher education. Washington state students receive over a half-billion dollars in Pell grants; of this amount, \$16.7M goes to CWU students. These funds, as well as federal grants and contracts, would be jeopardized, including those that support minority programs. The Federal government is also looking at teacher preparation, and using accreditation standards as a method of revaluation for state programs. Dr. Gaudino also summarized each of the Board communications and reports.

### **Celebrations**

During the celebrations, President Gaudino recognized Ken Young as the new chair of the Employee Council. Pat Coffey, the new vice chair, could not attend today's meeting. He also recognized *Jillana Hernandez* as employee of the month for September 2012 and *Cindy Hunt* as employee of the month for October 2012.

Jesse Nelson nominated *Neil McFarlane* for distinguished service. Dr. Nelson noted that Mr. McFarlane had done a remarkable job as Director of Academic Achievement during the past ten plus years and would be missed. However, what would be missed the most is Neil's kindness and consideration for everyone to whom he came in contact.

Jim Depaepe, speaking on behalf of the Office of Research, Evaluation and Assessment, nominated *Barbara Sisko*, secretary supervisor, who will retire on March 31, 2013 after 15 years with the university. Dr. Depaepe commented that Barbara extended her retirement date to the end of March in order to assist the department with the upcoming accreditation visit.

Pat Nahan nominated *Timothy Sisko*, for distinguished service. Tim, who retired on December 31 after 15 years in the Facilities Management Department, was a construction project coordinator. His unique commitment to working with contractors, tradesmen, and engineers to achieve the best finished product, resulted in a new level of construction quality at CWU.

Dean Kirk Johnson, spoke on behalf of *Dr. Loran Cutzinger*, who was nominated for faculty emeritus status. Dr. Cutzinger is a cultural anthropologist who came to CWU in 1996 and had a recognized commitment to student success. Many of her students continue to keep in touch with her long after they graduate.

President Gaudino added that the Board will have the opportunity to approve these nominations during the consent agenda.

### **PUBLIC COMMENT**

No requests for public comment were received; Chair Morrison moved to Board Committee discussion.

## **BOARD COMMITTEES**

### **Academic and Student Life –Chris Liu**

#### **Information – Academic and Student Life Overview by Trustee Liu**

Trustee Liu reported that he is very pleased to learn that the innovation fund has a built-in business review process. He appreciated that academic enrollment boosting activities will be tied to the strategic plan and coordinated with the overall business plan of the university.

#### **Information – The Brooks Library – Resources and Services for Academic Success**

Dean Cutright presented information on the Library system which consists of the Brooks library and two branch libraries – one at the Des Moines Center and one at the Lynnwood Center. The library's holdings include almost 1.75M books, government publications and microform, 128 electronic databases and over 50,000 serial titles. Librarians teach research skills and information literacy through one-on-one assistance. They have taught 238 separate UNIV 101 Library Instruction courses to freshmen and transfer students. They teach a 4 credit Lib 345 course that focuses on the development of information literacy skills and theory through a discussion of internal and external information sources. There is also a Lib. 496 independent study course that provides the opportunity for students to do advanced research. A new initiative is embedding librarians with classroom instructors to assist with teaching curriculum-specific research skills.

#### **Information – Misconceptions about the History of CWU**

Professor Karen Blair, chair of the History department, discussed seven main areas of misconception about the history of CWU. These included where we began, who was taught at the early Normal School and how; the slow growth of the campus; the roaring twenties and growth of school spirit; the mixed blessing of the great depression of the 1930's; post war veterans and the boom years and recent changes. She shared information on the accomplishments of many of our early female faculty.

### **Business and Financial Affairs – Keith Thompson**

#### **Information – Business and Financial Affairs Overview by Trustee Thompson**

Trustee Thompson discussed the upcoming exit interview with the state auditor. He noted that a phone teleconference with Moody's to discuss plans to refinance \$54M in outstanding bonds is scheduled for next week. He also explained that the Campus Development Committee is focused on finalizing the update to the Central Washington University Facilities Master Plan. The committee has developed a timeline for soliciting information and conducting the State Environmental Policy Act (SEPA) review. The committee will also invite participation in review of the draft of the updated Facilities Master Plan through May in order to bring forth to the BOT in July.

#### **Information – Enrollment Management and Finance Update**

Associate Vice President Sweeney reviewed the winter quarter enrollment forecast, noting that freshman enrollment is essentially flat and although Center transfers were up 19%, transfers to the Ellensburg campus are also down 15%. Enrollment Management continues to address retention issues.

Connie Williams, Assistant Vice President for Finance and Business Auxiliaries, reviewed the FY 2013 budget by fund and source for both revenue and expenses. She noted that the internal service fund shows in the red (as of Nov. 30, 2012) because the facilities planning and construction account is funded

at the beginning of each biennium, but expenses occur in both years. This is expected to self-correct in the coming months.

#### **Action – Barto Hall Project Final Acceptance**

The Barto Hall project was bid in October 2010 and the contract was awarded to Killian Construction Company of Springfield, Missouri in December 2010. The Board of Trustees approved naming the new residence hall Barto Hall in July 2012. Substantial completion was achieved in August 2012 and the new residence hall was ready for occupancy in September 2012. Project final completion and final acceptance will be certified per the attached major capital closeout process.

**Motion 13-03:** The Board of Trustees of Central Washington University delegates to the Vice President for Business and Financial Affairs, or designee, approval to proceed with the major capital project closeout process for final completion and final acceptance of the Barto Hall Project was presented by Mr. Thompson and seconded by Mr. Erickson. Motion approved.

#### **Public Affairs –Annette Sandberg and Ron Erickson**

##### **Information – Public Affairs Update**

Linda Schactler explained that recent marketing efforts have focused on recruitment, friends and alumni, the Ellensburg campus and earned media. In conjunction with the recruitment departments, public affair has developed a campus tour video. They have also developed promotional materials for the Education, Robotics and Conference Services departments as well as new banners highlighting Mary Alice Heuschel, Governor Inslee's Chief of Staff, and Ray Conner, CEO of Boeing.

Ms. Schactler reviewed a set of legislative assumptions for the upcoming legislative session. She discussed the implications of Initiative 1185 on HB 1795. HB 1795 (Higher Education Opportunity Act) was passed in the last legislative session. It granted tuition-setting authority to the four-year colleges and universities through academic year 2018-19. However, Initiative 1185 would require that any increase in a tax or fee--including tuition--be approved with a two-thirds vote of the legislature. She noted that outgoing Governor Gregoire's budget proposal was very favorable to higher education and CWU, especially in the capital budget where the governor recommended funding for five of our top six priorities. Chair Morrison asked if there would be a budget presented by Governor Inslee. Ms. Schactler noted that it was not yet clear if the governor would present a budget.

#### **Administrative – Kate Reardon**

##### **Action – Services and Activity Fee Guidelines**

CWU Policy 8-40-040, commonly referred to as the Student Services and Activities (S&A) Fee Guidelines, were established by the Board of Trustees pursuant to RCW 28B.15.045. The guidelines assist students and the administration in implementing activities funded through S&A fees. The proposed resolution 13-01 updates the guidelines overall, to include redefining the membership of the S&A committee; identifying the dean of student success as the administrator to whom the S&A committee reports, and clarifying the dispute resolution process. The proposed changes were reviewed and recommended by the assistant attorney general, S&A fee committee, the board of directors of the associated students of CWU and the dean of student success.

**Motion 13-04:** The Board of Trustees of Central Washington University adopts **Resolution 13-01** which updates CWU Policy 8-40-040. In approving this resolution, the Board recognizes that the S&A committee may choose to defer implementing the new committee structure until Fall 2013 was presented by Ms. Reardon and seconded by Mr. Liu. Motion approved.

#### **REPORTS AND CONSENT AGENDA**

Chair Morrison noted for the record that he appreciated the President summarizing the reports and communications for the Board. He then asked if any members of the Board wished to comment on or discuss the reports and communications received. Hearing none, he moved to the consent agenda.

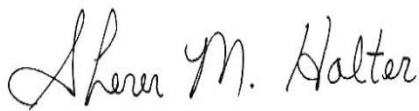
#### **CONSENT AGENDA**

**Motion 13-05:** The Board of Trustees approves the consent action items and accepts the consent information and report items submitted February 1, 2013 was submitted by Mr. Erickson and seconded by Mr. Thompson. Motion approved.

#### **Next Meeting:**

Chair Morrison said that the next special and regular meetings of the Board of Trustees will be April 4 and 5, 2013 at CWU Ellensburg Campus.

Meeting adjourned at 12:10 p.m.



Sherer M. Holter, Secretary to the  
Board of Trustees  
Central Washington University



Sid Morrison, Chair  
Board of Trustees  
Central Washington University